



2018-2019 Registration Guiding Book
Kaohsiung Medical University, Taiwan

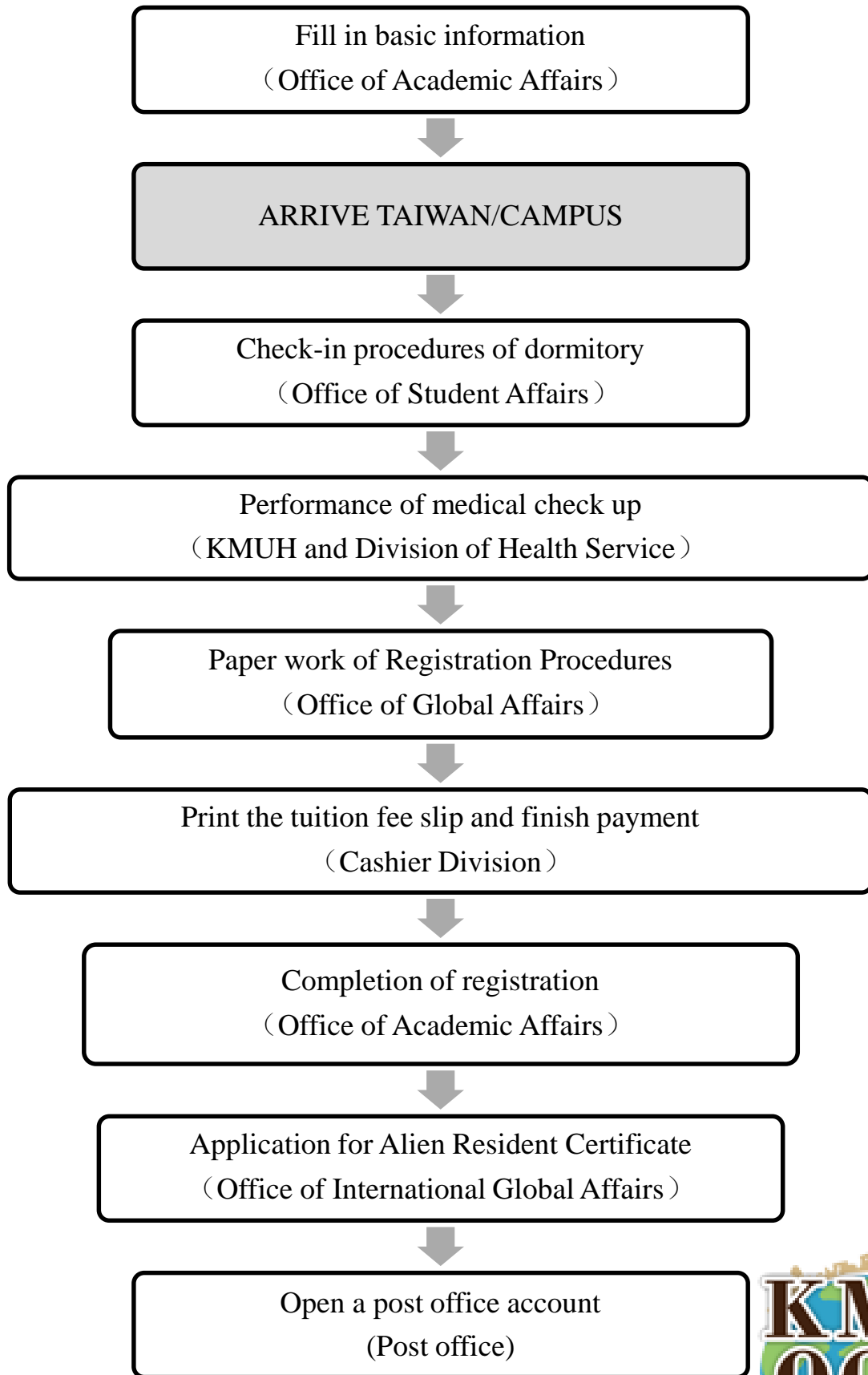
Registration Procedures





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SOP for International Student Admission





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Course selection

(Office Of Academic Affairs and affiliated departments)



Utilization of students information system

(Office of Library and Information Services, affiliated
departments)





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Fill in basic information on Wac system

1. Go to Wac system: <https://wac.kmu.edu.tw/>
2. Login ID: your student ID number
Login password: The default would be your birthday (format: yymmdd; Taiwan year). For example, if you were born in January 1st, 1983, then your default password will be 720101 (1983-1911=72).
3. Chinese Vision: 學生→D.1.教務資訊→D.1.01 新生學生基本資料設定
English Vision: Student Service→Freshmen Fill in basic information
4. Type in your personal information on the system

[NOTICE] How to find my student ID number?

You can find it here: <https://wac.kmu.edu.tw/qur/qurq0020.php>

Students' Stu. ID will be published on 1st Feb.

Please finish it before you arrive Taiwan.

Operation time: 2019/2/1(Fir.) to 2018/2/15(Fir.)

If you have any question about this, please ask the Division of Registration & Curriculum. (**Contact person:** Ms Lin jessiel@kmu.edu.tw)

Arrive Taiwan/Campus

When you arrive at airport, MRT station or THSR station, if you want to take taxi to reach KMU, you can provide this words to the driver:

你好，我想去高雄醫學大學(學校)，請帶我到同盟路的校門口下車，學校地址是高雄市三民區十全一路 100 號。謝謝！

Hi, I want to go KMU. Please take me off the car at the school gate. The address of KMU is No.100, Shih-Chuan 1st Road, Kaohsiung. Thanks!

For reference only, the taxi fee from KHH Airport will be NT. 280-450; from THSR Zuoying Station will be NT. 180-250; from MRT Houyi Station will be NT. 90-120.

Foreigners In Taiwan 24hr Call: 0800-024-111





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Check-in procedures of dormitory

1. This section is ONLY for the student who live in the dormitory.
2. As much as we want to accommodate all students' needs when we arrange the room for you, please understand that there's quota for different room types.
Please wait for the accommodation result information, it still TBD.
3. We can NOT change the room for you. Please understand it.
4. The dorm room is furnished with a chair, a desk, a closet, and a bedstead. You need to prepare your own mattress, pillow, bedsheet, blanket, etc. A shopping mall, Carrefour, around 7 min by car. You can get whatever you need there.
5. **Cooking and smoking and drinking alcohol are prohibited in the room.** If you want to cook, there is a public kitchen for everyone to use. You can find Dormitory Rules and Regulations in Attachment 1.
6. The dorm will not be ready before Feb. due to maintenance work. Therefore, **the move in period is 14th Feb to 17th Feb, 2019.** If you come earlier, you need to find other place to stay by yourself.

If you have any question about this, please ask the Office of student affairs by mail osa@kmu.edu.tw





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Performance of medical check up

1. Students are required to refrain from eating at least 8 hours before the medical check up.
2. Students are required to prepare a passport-sized photo, **fees of NT580** upon the medical examination and go the Health Management Center of KMU Hospital to do the medical check up.
3. Students are advised to request for the examination report in the English version at the counter.
4. Students will receive the receipt for medical examination from the hospital authorities.

Operation time: 2019/2/11(Mon.) to 2019/2/15(Fir.)

If you have any question about this, please ask the Division of Health Service.

Contact person: Ms Zhuang ping@kmu.edu.tw

Paper work of Registration Procedures

Students need to prepare hard copy of forms below:

1. Registration Procedures Form (Attachment 2)
2. Authorization for Emergency Treatment Form (Attachment 3)

Operation time: 8:30am-11:30am and 1:30pm-5:00pm, 2019/2/11(Mon.) to 2019/2/15(Fir.)

Venue: 4F, Li-Hsueh Building (Division of Student Exchange, Office of Global Affairs)

If you have any question about this, please ask the Global Affairs Office.

Contact person: Tina Wu chiao@kmu.edu.tw





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Print the tuition fee slip and finish payment

The tuition fee invoice/payment slip is available for print on the internet, you can find the information of payment notice here:

<https://oga.kmu.edu.tw/index.php/zh-TW/department-navigation/cashier-section/tuition-fee>

The process for the Pei-Ying, MOFA and MOST scholarship students

Students will pay the tuition by the installment plan for the monthly stipend. We will get the name list of scholarship recipient after the beginning of Sep. We will give you more information that time.

The process for the MOE and KMU scholarship students

- (1) Print the tuition fee bill by yourself.
- (2) Come to OGA (Office of Global Affairs) and sign a receipt that can improve you get the scholarship.
- (3) The OGA put the stamp on your tuition fee bill and calculate how much you need to pay.
- (4) Bring your bill to the division of cashier and finish your payment and you will get the receipt of the tuition fee.

The process for the ICDF scholarship students

Please ask the program manager of the department. The Program in Tropical Medicine:
mstm@kmu.edu.tw

Operation time of printing tuition bill: 2019/2/1(Fir.) to 2019/2/15(Fir.)

Operation time of tuition fee payment: 2019/2/1(Fir.) to 2019/2/15(Fir.)





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Verification of academic documents and Completion of registration

1. Students who fail to submit the following required documents during registration will have their recognized student status cancelled.
 - A. Acceptance Notice
 - B. Passport
 - C. Original diploma and transcript verified by Taiwan Overseas Representative office
 - D. Financial Statement: Original official financial support statements verified by Taiwan Overseas Representative office. Proof of KMU Scholarship Award is exempted to be verified by Taiwan Overseas Representative office.
 - E. Certificate of medical and injury insurance valid for at least 6 months:
 - The overseas-issued insurance document shall be verified by Taiwan Overseas Representative office.
 - For students who are not able to apply for insurance before arrival, KMU provides collective insurance application assistance.
 - Accepted students with ARC shall present the certificate of National Health Insurance in Taiwan.
2. Bring your receipt of the tuition fee to the academic office, you will receive the student ID card.

Operation time: 2019/2/18(Mon.) 9:00am-11:30am

Venue: 2F, Li-Hsueh Building (Division of Registration & Curriculum, Office of Academic Affairs)

If you have any question about this, please ask the Division of Registration & Curriculum.

Contact person: Ms Lin jessiel@kmu.edu.tw





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Application for Alien Resident Certificate

※Receiving units: The Kaohsiung NIA's service center. (office hour: Mon.- Fir., 8:00-17:00) No.436, Chenggong 1st Rd., Qianjin Dist., Kaohsiung City

※ Required documents (verify the original and take its copy).

1. A completed application form:

http://ciae2.kmu.edu.tw/images/doc_download_Arrival_in_Taiwan/ARC.pdf

2. A passport with resident visa.(A foreign national applying for modifications in the reasons for residency pursuant to Paragraph 2 of Article 23 of the Act, is exempt from being examined for an entry visa)

3. Related documents for residency (Studying): A Student ID Card with this semester's registered stamp.

4. One 2"x 2" colored photo, front head and shoulder, taken within six months.

5. A foreign national who applies for an ARC reissuing shall submit Declaration of Loss of ARC or a Crime Report

※ Fees: NT1,000.

※ Processing time: 10 workdays.

[NOTICE] bring the receipt when you go to receive the ARC

If you want to know more information, please check this link:

<https://www.immigration.gov.tw/ct.asp?xItem=1090287&ctNode=30085&mp=2>

Students are required to complete the ARC application within 15 days of the arrival in Taiwan.

If you have any question about this, please ask the Global Affairs Office.

Contact person: Tina Wu chiao@kmu.edu.tw





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Open a post office account

1. Prepare the ARC, Passport, Personal Stamp and NTD 100 to the post office which in the campus.
2. Since the post office bank account can only be applied after the acquisition of ARC, students are required to carry enough cash to pay the mandatory fees.

Course selection and Utilization of student information system(Wac System)

1. The 2018-2019 Academic Calendar (Eng-Vision):
<https://academic.kmu.edu.tw/images/行事曆/公告 107 學年度行事曆英文版 1070608.pdf>
2. Please check this website for Course selection:
<http://academic.kmu.edu.tw/index.php/en-GB/online-service>
3. Course registration system: <http://wac.kmu.edu.tw/>
4. You will need student number and password to log into the system and register the courses. However, according to the Division of Registration and Curriculum, the student number will not be ready until 1st Feb. **For password, the default would be your birthday (format: yymmdd; Taiwan year). For example, if you were born in January 1st, 1983, then your default password will be 720101 (1983-1911=72).**

Preliminary course selection (預選課時間):

2019/1/21(Mon.) 00:00 to 2019/1/30(Wed.) 23:59

First stage course-adding/dropping (第一次加退選):

2019/2/11(Mon.) 00:00 to 2019/2/15(Fir.) 11:59

Second stage course-adding/dropping (第二次加退選):

2019/2/15(Fir.) 20:00 to 2019/2/25(Mon.) 11:59

If you have any question about the course selection, please ask the Division of Registration & Curriculum.

Contact person: Ms. Lin jessiel@kmu.edu.tw

If you have any question about the student information system, please ask the office of Library and Information Services by mail olis@kmu.edu.tw





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Others

Visa

1. Please contact Taiwan Embassy or Taipei Economic and Cultural Center in your country directly.
2. **Please make sure the type of your visa is Resident VISA, NOT Tourist VISA.**

Accommodation

- ✓ Live in dorm: please hand in the application on time.
- ✓ Rent house outside: please find the house and sign the contract by yourself.
Remember to tell Global Affaris Office your address before 1st March.

Pick-up service

The Global Affaris Office do NOT have Pick-up Service.

Checklist for Students' Expenditure Upon the Arrival in Taiwan

Items	Amount (NTD)
*Medical Examination	550
*ARC Application (For those who hold resident visa)	1000
*Tuition and miscellaneous fees	Depends on one's affiliated department
*Accommodation fees	Depends on the situation
Medical Insurance (For those without authenticated overseas insurance)	3000
*Textbook, stationary, others	2000-4000
Daily Expenses	Approximately 7000 per month

*mandatory item





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Life information in KMU





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Climate

Taiwan enjoys warm weather all year round. Weather conditions fluctuate during spring and winter, while in summer and autumns, the weather is relatively stable. The annual average temperature is at 22 degrees Celsius, a comfortable condition, with the lowest temperatures on the lowlands generally ranging from 12 to 17 degrees Celsius (54-63 Fahrenheit). Therefore, with the exception of a few mountainous areas where some traces of snow can be found during winter, no snow can be seen in Taiwan. During the raining season (March to May), continuously drizzling rain will sometimes fall on Taiwan. When visiting Taiwan during this period, remember to carry an umbrella at all time. Although it might seem romantic to have a stroll in the rain, it is no fun to travel when you're soaking wet. During the summer time (June to August), typhoons sometimes approach or hit the country.

Voltage

Electricity in Taiwan is 110 volts, alternating at 60 cycles per second. If you come to Taiwan with a device that does not accept 110 volts at 60 Hertz, you will need a voltage converter. There are three main types of voltage converter. Resistor-network converters will usually be advertised as supporting something like 50-1600 watts. They are light-weight and support high-wattage electrical appliances like hair dryers and irons. However, they can only be used for short periods of time and are not ideal for digital devices. Transformers will have a much lower maximum Watt rating, usually 50 or 100. Transformers can often be used continuously and provide better electricity for low wattage appliances like battery chargers, radios, laptop computers, cameras, mp3 players and camcorders. However, they are heavy because they contain large iron rods and lots of copper wire. Some companies sell combination converters that include both a resistor network and a transformer in the same package. This kind of converter will usually come with a switch that switches between the two modes. If you absolutely need both types of converter, then this is the type to buy.





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Taiwan Plug Adapters and Outlet Shapes

Outlets in Taiwan generally accept this type of plug Flat blade plug



If your appliance has a different shape of plug, you may need a plug adapter.

Time Zone

UTC +8:00

Currency Exchange

If you want to exchange currency, you need to bring the required certificates to banks or post office

1. Required Certificates: Passport
2. Commission charge and the USD/NT, EUR/NT, or JPY/NT exchange rates will be a little bit different from different banks and post office.

Phone Numbers

There are three telecommunications companies: Chunghwa Telecom, Taiwan mobile, Far Eas Tone in Arrivals Hall, Kaohsiung International Airport.

Or you can go to Telecom Service Center near Campus below:

Name	Address	Business hours
Chunghwa Telecom	No.80, Tzyou 1st Road, Kaohsiung City	11:30-21:00
Taiwan mobile	No.107, Tzyou 1st Road, Kaohsiung City	11:30-21:00
Far Eas Tone	No.119, Tzyou 1st Road, Kaohsiung City	11:30-21:00
T Star	No.109, Tzyou 1st Road, Kaohsiung City	11:30-21:00
Asia Pacific Telecom	No.121, Tzyou 1st Road, Kaohsiung City	10:30-21:00

Required documents for application: If you are a student from China, please bring your **Exit & Entry Permit**. If you are not a student from China, please bring your **passport**.

Travel Information

Please go to this official website to get more information: <https://khh.travel>

MRT Information- Kaohsiung Rapid Transit Corporation

Please go to this official website to get more information: <https://www.krtco.com.tw/>





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Emergency Contact

Police Station: 110

(In case you are in a car accident, please do not move the vehicles, in order to keep the science intact.)

Fire Bureau: 119

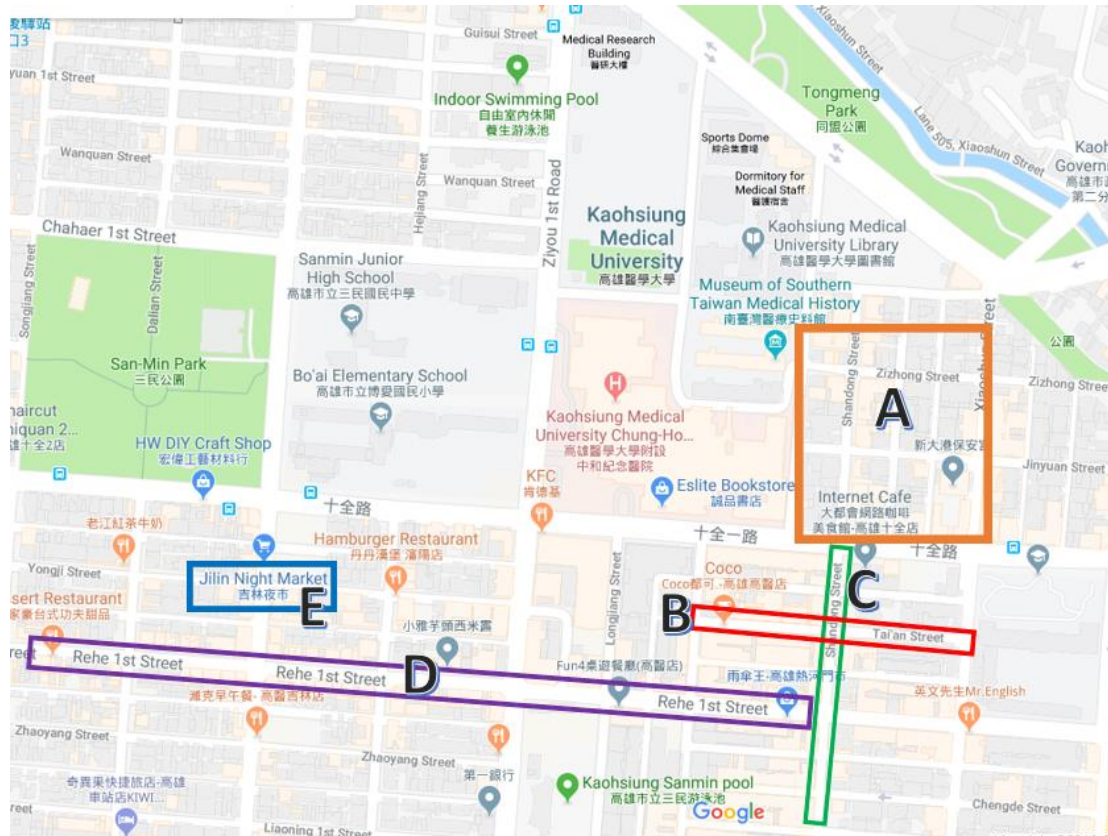
Campus Security Center: 07-3220809(24H)

KMU Hospital Emergency Room: 07-3208249

Surrounding Area

Where can I get food?

In the campus, you can go to student restaurant, which located on the B1 of International Academic Research Building. If you want to find restaurant out of campus, you can find it easier in the place A~E as below.



A: East Gate Area(東側門區)

B: Tai-An Street(泰安街)

C: Shan-Dong Street(山東街)

D: Re-He Street(熱河街)

E: Jilin Night Market(吉林夜市)









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Where can I buy daily supplies?



★Supermarket/ Grocery Supplier

Store Name	Store Brand	Branch Address which Nearest with Campus
家樂福 Carrefour		No.849, Dashun 2nd Rd., Sanmin Dist., Kaohsiung City 24HR
全聯福利中心 Pxmart		No.229, Bo'ai 1st Rd., Sanmin Dist., Kaohsiung City 08:00~23:00

★Cosmeceutical shops

Store Name	Store Brand	Branch Address which Nearest with Campus
康是美 Cosmed		No.100, Shiquan 1st Rd., Sanmin Dist., Kaohsiung City 07:00~23:00
屈臣氏 Watsons		No.80, Ziyou 1st Rd., Sanmin Dist., Kaohsiung City 10:00~23:00

★Convenience Store (24HR)

Store Name	Store Brand
7-Eleven	
全家 FamilyMart	
萊爾富 Hi-Life	
OK Mart	





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Surrounding Area Map



KMU Campus Map

